Reasonable Accommodations For Individuals With Disabilities (IWD) Process Start Request INITIAL Immediately notify the accommodations Notify EO Officer of ODEO. When received, Objectives: (orally/written/or reasonable provide completed NASA - To ensure reasonable convenient format). accommodations request Form 1699 to ODEO. accommodations are provided in Complete NASA Form and securely file NASA Request additional info 1699 within 5 days of a prompt, fair, and efficient Form 1699 from requester if needed. request and provide to manner Note 2 DM. Complete/update SF - To ensure requests receive 256 (Note 1) expedient responses - To ensure NPR 3713.1A is implemented - To ensure the collection and No Approve Request? Yes Notify EO Officer of approved Complete NASA Form request. File NASA Form 1699A and send original 1699A and maintain per NPR to requester; send copy to 3713.1A. Input information ODEO. Coordinate into RAMMS system. accommodation with ODEO. Discuss denial with requester, ODEO & any other appropriate parties. Yes **EO Officer** Yes Note 1: All subsequent Approve requests, directly related to Request? Approve the initially approved NSASA Request? Form 1699, are the No responsibility of the requester. No If additional information/medical documentation is needed, Immediately complete NASA File copy of NASA Form please submit to the DM Form 1699A and send to 1699A and maintain per within 20 days of request. requester along with NPR 3713.1. Input End This information may be information on "Right to File information into RAMMS disclosed on a need to know EEO Complaint." Give ODEO system. basis. copy of NASA Form 1699A. Note 2: If requester is: a) Employee: DM is Immediate Supervisor b) Applicant: DM is Human Resources Specialist (HRS) who is processing the vacancy. HRS to fill out NASA Form Approval: 1699 for initial requests. c) Other: Family member, health professional, or other Original Signature on File representative may request accommodations on behalf of Office of Diversity & Equal Opportunity employee/applicant. Use appropriate selection above.